

# The 2015-17 MV District Self Assessment:

# *IT'S HEEEEEEERE!*

**Pam Kies-Lowe, State Coordinator for Homeless Education  
MDE SPECIAL POPULATIONS CONFERENCE  
SEPTEMBER 22-23, 2014**

# Today's Agenda:

- What is the BIG DEAL with this Self Assessment?
- WHO-WHAT-WHEN-WHY-HOW???
- GEMS – Grants Electronic Management System
  - District requirements for GEMS
  - Liaison requirements for GEMS
  - Flex Form
- CONTENT OF THE SELF ASSESSMENT
- Q & A

# What's the BIG DEAL??

- USED requires State Education Agencies (SEAs) to monitor ALL PUBLIC SCHOOL DISTRICTS' programs for the Education of Homeless Children and Youth (EHCY)
- MDE contracts with Monitors to assist State Coordinator (Homeless Education Consultant) in monitoring districts
- MDE's EHCY Program is the McKinney-Vento (MV) Homeless Education Program
  - Regional Consortium Model
  - 33 MV Grant Consortia in the 2015 – 2017 grant cycle
  - Over 900 public school districts in MI (LEAs-PSAs-ISDs)

# WHO-WHAT-WHEN-WHY-HOW?

## • WHO?

- ALL PUBLIC SCHOOL DISTRICTS IN MICHIGAN:  
LEAs-PSAS-ISDs
- ALL Districts' Staff:
  - Up to 2 Authorized GEMS Administrators (in each district)
  - District MV Homeless Education Liaisons
- Regional MV Grant Coordinators
- MDE State Coordinator for Homeless Education
- MDE Regional MV Monitors

# WHO-WHAT-WHEN-WHY-HOW?

## ● WHAT?

- GEMS – online monitoring
- 2015-17 MV District Self Assessment
  - Completed only ONCE per 3-Year Grant Cycle
  - Districts monitored ONCE per 3-Year Grant Cycle
    - Selected based on MV RISK FACTORS
      - Failure to complete/submit MV Self Assessment
      - Reporting ZERO homeless students in 2 consecutive SYs  
*(UNLESS monitoring documents full compliance with MV requirements for LEA Outreach & Identification)*
      - Calls/Complaints/Disputes to the MDE's MV Program
      - Last monitoring date

# WHO-WHAT-**WHEN**-WHY-HOW?

## ● **WHEN?**

- 2015-17 MV District Self Assessment will be available in GEMS by September 30, 2014
- All district will be notified -
  - MV Liaisons
  - School Leaders
  - Regional MV Grant Coordinators
- **2015-17 Self Assessment will be due in GEMS by December 15, 2014**
  - **NO EXCEPTIONS – GEMS CLOSSES THE SUBMISSION LINK AT 11:59 PM ON END DATE**

# WHO-WHAT-WHEN-**WHY**-HOW?

- **WHY?**

- USED requires State Education Agencies (SEAs) to monitor ALL PUBLIC SCHOOL DISTRICTS' programs for the Education of Homeless Children and Youth (EHCY)
- If districts do not participate in the monitoring process OR do not submit a Compliance Plan for findings, ALL FEDERAL FUNDS CAN BE WITHHELD BY THE MDE until compliance is in process

# WHO-WHAT-WHEN-WHY-**HOW**?

## • **HOW?**

- District must assign and register 1-2 Authorized **GEMS ADMINISTRATORS**
- Districts must assign and register any number of Authorized **GEMS USERS**
  - MV Homeless Education Liaison **MUST BE INCLUDED**
- **IF DISTRICT IS A MV FISCAL AGENT:**
  - Regional MV Grant Coordinators must be included **USERS**
  - Contracted agency MV Grant Coordinators must be included **USERS**

# 2015-17 MV Self Assessment – HARD COPY HANDOUT

2015-17 MV District MV SELF ASSESSMENT, FINAL DRAFT, 9-5-14 - Microsoft Word

Michigan Department of Education  
Office of Field Services, Special Populations Unit

2014 - 2017 SCHOOL DISTRICT MCKINNEY-VENTO SELF ASSESSMENT

REGULATORY COMPLIANCE Title X, Part C, ESEA/NCLB (2001) McKinney-Vento Homeless Assistance Act	<b>Suggested Items for Documentation/Evidence</b> PLEASE LABEL ALL DOCUMENTS submitted with this MV Self Assessment with the FULL NAME OF THE LEA/PSA/ISD, a descriptive title, and effective date (THESE ARE SUGGESTED ITEMS; NOT EVERY ITEM LISTED IS REQUIRED TO BE INCLUDED!)
<p>The district must complete a McKinney-Vento (MV) District Self Assessment <u>once per 3-year MV grant cycle</u> and submit with documentation of compliance to the Michigan Department of Education (via GEMS online program).</p> <p>[Sec. 722 (g)(2)(A) and MDE Memorandum, 09-27-2010] <i>(Citations below refer to the McKinney-Vento Act, ESEA, Title X-Part C, unless otherwise specified.)</i></p>	<p>Evidence to document the elements of the District Homeless Education Program MUST ACCOMPANY this completed Self Assessment in order for MDE reviewers to evaluate the program and activities for not only compliance with the law, but to provide appropriate technical assistance to ensure adequate academic progress for homeless children and youth.</p> <p>→ PLEASE LABEL ITEMS CLEARLY WITH SECTION LETTER AND ITEM NUMBER BEFORE UPLOADING DOCUMENTS INTO GEMS. Example: "A-1: LEA Liaison EEM entry" (see below)</p> <p>→ THE SAME FORM/DOCUMENT MAY BE USED AS EVIDENCE FOR MULTIPLE CATEGORIES, BUT LEA MUST NOTE IT IN EACH APPLICABLE SECTION (i.e., "See Item C-16")</p> <p>→ USE COMMENT BOX TO EXPLAIN OR DESCRIBE HOW FORMS/DOCUMENTS ARE USED, HOW PROCESSES ARE IMPOLEMENATED, WHO IS RESPONSIBLE, ETC.</p>
<p><b>A. Local MV Homeless Education Liaison Designation</b></p> <p>The district must designate a Local Homeless Liaison to assist homeless students, including unaccompanied youth, in enrolling, attending, participating and succeeding in school.</p> <p>[Sec. 722 (g)(1)(i)(ii), Sec. 722 (g)(6)(A)]; MDE Guidance</p>	<ol style="list-style-type: none"> <li>Local Homeless Liaison is registered in the online MDE Educational Entity Master (EEM). Submit copy of LEA entry screen or EEM spreadsheet line. (An EEM screenshot is acceptable).</li> <li>Evidence that the identified <u>liaison meets criteria</u> recommended by MDE so that required duties can be accomplished. MDE Liaison criteria available on Homeless Education Program web site at <a href="http://www.michigan.gov/homeless">http://www.michigan.gov/homeless</a>.</li> </ol>
<p>COMMENTS:</p>	
<p><b>B. District Outreach and Identification of Homeless Students</b></p> <p>The district must establish a procedure to locate and identify homeless children/youth of school age within the district, <u>whether or not they are enrolled</u> (i.e., preschool-aged siblings, dropout youth, street youth, etc.).</p> <p>[Sec. 722(g)(1)]</p>	<ol style="list-style-type: none"> <li>Written procedures, enrollment forms, agendas or meeting minutes to document communication or training with social welfare service agencies, shelters, churches, etc. NOTE: The procedure must detail district outreach and identification efforts to homeless families, children and youth, whether or not they are enrolled, including responsibilities and general timelines for actions.</li> </ol>

COMPLETED DOCUMENT IS DUE TO MDE IN GEMS NO LATER THAN DECEMBER 15, 2014.

Page 2 of 14

2014 - 2017 SCHOOL DISTRICT MCKINNEY-VENTO SELF ASSESSMENT

<p align="center"><b>REGULATORY COMPLIANCE</b> <b>Title X, Part C, ESEA/NCLB (2001)</b> <b>McKinney-Vento Homeless Assistance Act</b></p>	<p align="center"><b>Suggested Items for Documentation/Evidence</b> <b>PLEASE LABEL ALL DOCUMENTS submitted with this MV Self Assessment with the FULL NAME OF THE LEA/PSA/ISD, a descriptive title, and effective date (THESE ARE SUGGESTED ITEMS; NOT EVERY ITEM LISTED IS REQUIRED TO BE INCLUDED!)</b></p>
<p>The district must complete a McKinney-Vento (MV) District Self Assessment <u>once per 3-year MV grant cycle</u> and submit with documentation of compliance to the Michigan Department of Education (via GEMS online program).</p> <p>[Sec. 722 (g)(2)(A) and MDE Memorandum, 09-27-2010] (Citations below refer to the McKinney-Vento Act, ESEA, Title X-Part C, unless otherwise specified.)</p>	<p>Evidence to document the elements of the District Homeless Education Program MUST ACCOMPANY this completed Self Assessment in order for MDE reviewers to evaluate the program and activities for not only compliance with the law, but to provide appropriate technical assistance to ensure adequate academic progress for homeless children and youth.</p> <p>→ PLEASE LABEL ITEMS CLEARLY WITH SECTION LETTER AND ITEM NUMBER BEFORE UPLOADING DOCUMENTS INTO GEMS. Example: "A-1: LEA Liaison EEM entry" (see below)</p> <p>→ THE SAME FORM/DOCUMENT MAY BE USED AS EVIDENCE FOR MULTIPLE CATEGORIES, BUT LEA MUST NOTE IT IN EACH APPLICABLE SECTION (i.e., "See item C-16")</p> <p>→ USE COMMENT BOX TO EXPLAIN OR DESCRIBE HOW FORMS/DOCUMENTS ARE USED, HOW PROCESSES ARE IMPOLEMENATED, WHO IS RESPONSIBLE, ETC.</p>
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<p>The district must designate a Local Homeless Liaison to assist homeless students, including unaccompanied youth, in enrolling, attending, participating and succeeding in school.</p> <p>[Sec. 722 (g)(1)(J)(ii), Sec. 722 (g)(6)(A)]; MDE Guidance</p>	<ol style="list-style-type: none"> <li>1. Local Homeless Liaison is registered in the online MDE Educational Entity Master (EEM). Submit copy of LEA entry screen or EEM spreadsheet line. ( An EEM screenshot is acceptable.)</li> <li>2. Evidence that the identified <u>Liaison meets criteria</u> recommended by MDE so that required duties can be accomplished. MDE Liaison criteria available on Homeless Education Program web site at <a href="http://www.michigan.gov/homeless">http://www.michigan.gov/homeless</a>.</li> </ol>
<p><b>COMMENTS:</b></p>	
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<p>The district must establish a procedure to locate and identify homeless children/youth of school age within the district, <u>whether or not they are enrolled</u> (i.e., preschool-aged siblings, dropout youth, street youth, etc.).</p> <p>[Sec. 722(g)(1)]</p>	<ol style="list-style-type: none"> <li>3. Written procedures, enrollment forms, agendas or meeting minutes to document communication or training with social welfare service agencies, shelters, churches, etc. NOTE: The procedure must detail district outreach and identification efforts to homeless families, children and youth, whether or not they are enrolled, including responsibilities and general timelines for actions.</li> </ol>

# GEMS – Grants Electronic Management System

- District requirements for GEMS 
- Liaison requirements for GEMS 
- **Flex Form**
  - 2015-17 MV Self Assessment will be **AVAILABLE ONLINE WITHIN THE GEMS SYSTEM (by 9/30/14)**
  - MV Self Assessment will be **COMPLETED ONLINE WITHIN THE GEMS SYSTEM**



# 2015-17 MV District Self Assessment – GEMS – Submit Documents

The screenshot displays the GEMS/MARS Application interface. The browser address bar shows <https://qa.mdoe.state.mi.us/gem>. The page title is "GEMS/MARS Application". The navigation menu includes "Home", "Setup", "Program Administration", "Review Management", "Follow-up", "Documentation", "Communication", and "Logout". The "Review Management" menu is expanded, showing "Administration", "Review", "Report", and "Events". The "Review" submenu is further expanded, highlighting "Submit Documents".

My Pending Tasks

Option :  Unread  Read  All

Date	Task Description	Read
09/19/2014	Scheduling Reviews Pending for Title X, Part C - McKinney-Vento (Default Review Type) - Berrien RESA	<input type="checkbox"/>
09/18/2014	Scheduling Reviews Pending for Title X, Part C - McKinney-Vento (Default Review Type) - Calhoun ISD	<input type="checkbox"/>
09/12/2014	Scheduling Reviews Pending for Title X, Part C - McKinney-Vento (Default Review Type) - Albion Public Schools	<input type="checkbox"/>
09/12/2014	Scheduling Reviews Pending for Title X, Part C - McKinney-Vento (Default Review Type) - Calhoun ISD	<input type="checkbox"/>
09/12/2014	Scheduling Reviews Pending for Title X, Part C - McKinney-Vento (Default Review Type) - Calhoun ISD	<input type="checkbox"/>
08/28/2014	Approve Compliance Plan Pending for Title X, Part C - McKinney-Vento (Default Review Type) - Homer Community School District	<input type="checkbox"/>

New Messages  
No new messages.

**Check GEMS messages OFTEN for communications!**

# 2015-17 MV District Self Assessment – GEMS – SUBMIT DOCUMENTS - 1

**MUST BE IN UPLOAD, NOT IN REVIEW!**

Enter / Select required fields and click search.

\*Program: 2320 → Title X, Part C - McKinney-Vento  
\*Review Type: DRT → Default Review Type  
\*District: 11000 → Berrien RESA Review #: 1410-00032  
Due Date: Review Stage: Submission of Documents Document Type:  Sub-Recipient  MDE  All Search

#	Document Type	Document Name	Document Category	Instructions	Status	View	Errors	Review Status
1	Program	<a href="#">Self Assessment tool used for the McKinney-Vento Review New</a>	General		<input checked="" type="checkbox"/>			Pending
2		<a href="#">Supporting Documentation Based Upon Self-Assessment Tool</a>	General		<input checked="" type="checkbox"/>			Pending

1. Click "Program" button (box with ...)
2. Click "Review Type" button ("Default" pops in automatically)
3. Click "District" to select yours
4. BE SURE TO CLICK "All" button
5. Click "Search" button
6. Document LINKS will appear

Validate Submit Cancel

User Name : Kies-LPa [P Kies-Lowe]

# 2015-17 MV District Self Assessment – GEMS – SUBMIT DOCUMENTS - 2

Department of Education  
GEMS/MARS Application

Home Setup Program Administration Review Management Follow-up Documentation Communication Logout

Review Management > Review > Submit Documents (\*) - Required Timeout : 20 mins Sep-19-14

Upload Review

Enter / Select required fields and click search.

\*Program: 2320 Title X, Part C - McKinney-Vento  
\*Review Type : DRT Default Review Type  
\*District : 11000 Berrien RESA Review # : 1410-00032  
Due Date : Review Stage : Submission of Documents Document Type :  Sub-Recipient  MDE  All Search

#	Document Type	Document Name	Document Category	Instructions	Status	View	Errors	Review Status
1	Program	<a href="#">Self Assessment tool used for the McKinney-Vento Review New</a>	General					Pending
2		<a href="#">Supporting Documentation Based Upon Self-Assessment Tool</a>	General					Pending

1. Click "Self Assessment Tool" link  
2. Complete each section of the Self Assessment

Validate Submit Cancel

User Name : Kies-LPa [P Kies-Lowe]

# 2015-17 MV District Self Assessment – GEMS – INSTRUCTIONS

The screenshot shows a web browser window with the URL <https://qa.mdoe.state.mi.us/GEM> and a tab for 'MARS Application Designer'. The page content is divided into two columns. The left column is titled 'REGULATORY COMPLIANCE' and contains text about the McKinney-Vento (MV) District Self Assessment. The right column is titled 'Suggested Items for Documentation/Evidence' and contains a list of items. A table is embedded in the right column, with one row circled in red. The circled row contains the text: 'Suggested Items for Documentation/Evidence PLEASE LABEL ALL DOCUMENTS submitted with this MV Self Assessment with the FULL NAME OF THE LEA/PSA/ISD, a descriptive title, and effective date (THESE ARE SUGGESTED ITEMS-NOT EVERY ITEM LISTED IS REQUIRED TO BE INCLUDED!)'. Below this row is another row with a checkbox and the text: 'Evidence to document the elements of the District Homeless Education Program MUST ACCOMPANY this completed Self Assessment in order for MDE reviewers to evaluate the program and activities for not only compliance with the law, but to provide appropriate technical assistance to ensure adequate academic progress for homeless children and youth.' To the right of the browser window, there is a large red text box that reads: 'PLEASE READ THESE INSTRUCTIONS BEFORE COMPLETING SELF ASSESSMENT!'.

REGULATORY COMPLIANCE	Suggested Items for Documentation/Evidence
The district must complete a McKinney-Vento (MV) District Self Assessment once per 3-year MV grant cycle and submit with documentation of compliance to the Michigan Department of Education (via GEMS online program).	Evidence to document the elements of the District Homeless Education Program MUST ACCOMPANY this completed Self Assessment in order for MDE reviewers to evaluate the program and activities for not only compliance with the law, but to provide appropriate technical assistance to ensure adequate academic progress for homeless children and youth.
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# 2015-17 MV District Self Assessment – GEMS – FLEX FORM

Timeout : 60 mins

 **2014 - 2017 SCHOOL DISTRICT McKINNEY-VENTO SELF ASSESSMENT**

**Michigan Department of Education**  
Office of Field Services, Special Populations Unit  
2014 - 2017 SCHOOL DISTRICT McKINNEY-VENTO SELF ASSESSMENT  
REGULATORY COMPLIANCE OF EDUCATION OF HOMELESS CHILDREN AND YOUTH (EHCY) PROGRAMS

DIRECTIONS: Please fill out the below text boxes.

LEA/ISD/PSA Name	District Code	ISD Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

OFS Regional Team #	OFS Regional Consultant Name
<input type="text"/>	<input type="text"/>

District Address	City	Zip Code	District Web Address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# 2015-17 MV District Self Assessment – GEMS – SECTIONS A - Q

**A. Local MV Homeless Education Liaison Designation**

A. Local MV Homeless Education Liaison Designation	
The district must designate a Local Homeless Liaison to assist homeless students, including unaccompanied youth, in enrolling, attending, participating and succeeding in school. [Sec. 722 (g)(1)(J) (ii), Sec. 722 (g)(6)(A)]: MDE Guidance	<ul style="list-style-type: none"><li><input type="checkbox"/> 1. Local Homeless Liaison is registered in the online MDE Educational Entity Master (EEM). Submit copy of LEA entry screen or EEM spreadsheet line. ( An EEM screenshot is acceptable.)</li><li><input type="checkbox"/> 2. Evidence that the identified Liaison meets criteria recommended by MDE so that required duties can be accomplished. MDE Liaison criteria available on Homeless Education Program web site.</li></ul>

Section A Comments:  
[Each line can accommodate maximum of 75 characters. 300 characters maximum.]




# 2015-17 MV District Self Assessment – GEMS – SUBMIT DOCUMENTATION - 1

Department of Education  
GEMS/MARS Application

Home Setup Program Administration Review Management Follow-up Documentation Communication Logout

Review Management Review Submit Documents (\*) - Required Timeout : 20 mins Sep-19-14

Upload Review

Enter / Select required fields and click search.

\*Program: 2320 Title X, Part C - McKinney-Vento  
\*Review Type: DRT Default Review Type  
\*District: 11000 Berrien RESA Review #: 1410-00032  
Due Date: Review Stage: Submission of Documents Document Type:  Sub-Recipient  MDE  All Search

#	Document Type	Document Name	Document Category	Instructions	Status	View	Errors	Review Status
1	Program	<a href="#">Self Assessment tool used for the McKinney-Vento Review New</a>	General					Pending
2		<a href="#">Supporting Documentation Based Upon Self-Assessment Tool</a>	General					Pending

1. Click "Supporting Documentation" link

Validate Submit Cancel

# 2015-17 MV District Self Assessment – GEMS – SUBMIT DOCUMENTATION - 2

GEMS : Attachments - Windows Internet Explorer

**Attachments**

Program Name : Title X, Part C - McKinney-Vento  
District : Berrien RESA  
Document Name : Supporting Documentation Based Upon Self-Assessment Tool

#	*Title	*Document Upload Type	*Attach	*Valid From	Valid To	View	Del.
▲	Liaison in EEM	<input checked="" type="radio"/> Electronic <input type="radio"/> Hard Copy	<input type="text"/> Browse...				

1. Click in cell to type in “Title” of the document.  
2. Click in cell to select whether you will submit an electronic document or the hard copy of a document. (HARD COPY ONLY IF APPROVED BY MONITOR FIRST!)  
3. Click “Browse” button to locate document in your computer’s drive.  
4. Select the document you want to upload and click “OK” or “Select” on your computer screen.

OK Close

100%

# 2015-17 MV District Self Assessment – GEMS – SUBMIT DOCUMENTATION - 3

The screenshot displays the GEMS/MARS Application interface. At the top, there is a navigation menu with options: Home, Setup, Program Administration, Review Management, Follow-up, Documentation, Communication, and Logout. Below this, a breadcrumb trail shows: Review Management > Review > Submit Documents. The main content area includes a search bar and a table of documents. The table has columns for #, Document Type, Document Name, Document Category, Instructions, Status, View, Errors, and Review Status. Two documents are listed: 1. Program, Self Assessment tool used for the McKinney-Vento Review New, General, and 2. Supporting Documentation Based Upon Self-Assessment Tool, General. Red arrows point from the instructions to the status and view columns of the second document, and from the status column to the 'Submit' button at the bottom of the screen.

Enter / Select required fields and click search.

\*Program: 2320 Title X, Part C - McKinney-Vento  
\*Review Type: DRT Default Review Type  
\*District: 11000 Berrien RESA Review #: 1410-00032  
Due Date: Review Stage: Scheduling Reviews Document Type:  Sub-Recipient  MDE  All Search

#	Document Type	Document Name	Document Category	Instructions	Status	View	Errors	Review Status
1	Program	<a href="#">Self Assessment tool used for the McKinney-Vento Review New</a>	General		<input type="checkbox"/>			Pending
2		<a href="#">Supporting Documentation Based Upon Self-Assessment Tool</a>	General		<input checked="" type="checkbox"/>			Pending

1. Once document is uploaded/submitted, you will see a ✓ in the “Status” box and notice a paper clip icon in the “View” box.
2. Click the “Submit” button at bottom of screen to move to the next document to be uploaded.
3. REPEAT FOR EACH DOCUMENT/EVIDENCE ITEM.

Validate Submit Cancel

User Name : Kies-LPa [P Kies-Lowe]

# 2015-17 MV District Self Assessment – GEMS – FOR GRANT COORDINATORS

GEMS : Sub-Recipient Lookup - Windows Internet Explo...

Sub-Recipient Lookup

Code :

Description :

Record Count: 146 Page 1 of 3

Code	Description	Year	Review #
50911	Academy of Warren	2014	1406-00973-001
82717	Achieve Charter Academy	2014	1406-00856
13010	Albion Public Schools	2014	1406-00815
74030	Algonac Community School District	2014	1406-00814-001
03030	Allegan Public Schools	2015	1410-00032-001
04010	Alpena Public Schools	2014	1406-00876
82981	American Montessori Academy	2014	1406-00855

1. Type LEA name in "Description" box

2. If you type a "%" after the name, GEMS locates all reviews for that LEA name.

3. BE SURE TO CHECK THE YEAR SELECTED!

GEMS : Sub-Recipient Lookup - Windows Internet Explo...

Sub-Recipient Lookup

Code :

Description : Berrien%

Record Count: 3 Page 1 of 1

Code	Description	Year	Review #
11000	Berrien RESA	2014	1406-00812
11000	Berrien RESA	2015	1410-00032
11240	Berrien Springs Public Schools	2014	1406-00894

# 2015-17 MV District Self Assessment – GEMS – SECTIONS A - Q

- A. Local MV Homeless Education Liaison Designation
- B. District Outreach and Identification
- C. School Selection
- D. Enrollment
- E. Dispute Resolution Procedures
- F. Transportation of Homeless Students
- G. Segregation of Homeless Students
- H. Unaccompanied Homeless Youth
- I. Preschool-Aged Homeless Students
- J. Homeless Students with Disabilities
- K. Children/Youth “Awaiting Foster Care Placement”
- L. Comparable Services and Academic Standards for Homeless Students
- M. Coordination of Services
- N. Engagement of Homeless Parents
- O. Financial Review – Allowable Uses
- P. Other LEA Evidence
- Q. FOR FISCAL AGENTS ONLY – Program Application Review

# Content of the Self Assessment

Let's DIG IN to the CONTENT areas and questions on what MV Monitors are looking for when they review your district's MV Homeless Education Program!

- The *“Suggested Items for Documentation/Evidence”* column provides the kinds of information monitors need to be able to assess your program.
- ***“These are suggested items; not every item listed is required to be included.”***
- Label items clearly with the SECTION LETTER & ITEM NUMBER before uploading documents into GEMS.
  - ***Example: “A-1 LEA Liaison EEM Entry, 2014”***

# Content of the Self Assessment – Outreach and Identification

- Provide evidence of the **SPECIFIC LOCATIONS** of the posters & brochures placed in your schools AND in your community... rather than submitting photos of the posters themselves.
- Provide blank copies of district enrollment forms or packets... include Residency Questionnaires or forms that **ALL PARENTS** are asked to complete.
- Enrollment forms **MUST INCLUDE LIVING SITUATIONS** in order to determine MV eligibility.
- **AVOID THE TERM “homeless”** on forms.
  - Instead, use “Families/Youth in Transition” or “Displaced”

# Content of the Self Assessment – School Selection

- IF YOU SUBMIT ACTUAL LIAISON RECORDS...  
**YOU MUST REDACT STUDENT NAMES.**
- Liaison files on MV students/families **MUST BE SECURED IN A PRIVATE LOCATION.**
- Liaisons should track MV students' Schools of Origin and Schools of Residence in their records/files.
- Liaisons should make contact with MV parents to determine **LIVING SITUATION** at least **TWICE** per school year, and **ESPECIALLY** before end of year (to assess continued enrollment in next school year).

# Content of the Self Assessment – Enrollment

- IMMEDIATE ENROLLMENT IS REQUIRED for any MV eligible student.
- IMMEDIATE ENROLLMENT is understood to include attending and participating in all school activities.
- Liaisons should track which district programs MV students participate in... i.e., Title I support/tutoring, Academically Talented, Special Education, Career and Technical, extracurricular activities or clubs, etc.
- Districts **MUST REVIEW & REVISE** any policies or procedures which may pose barriers to homeless students.
  - DOCUMENT attendance and discipline policies, credit recovery procedures, graduation requirements...

# Content of the Self Assessment – Dispute Resolution Procedures

- If district does not use the MDE-OFS-MV Dispute Resolution Procedures, ALTERNATIVES MUST BE APPROVED BY MDE IN ADVANCE.
- **ANY TIME A HOMELESS STUDENT IS DENIED ENROLLMENT, LIAISON MUST PROVIDE DETERMINATION & REASON IN WRITING, AND MUST INFORM OF RIGHT TO APPEAL.**
- Provide a written copy of the MV Dispute Resolution Procedures and rights **TO ANY MV PARENT/YOUTH** that is declined for enrollment or eligibility by Liaison.
- Liaison is required to assist MV parent/youth in completing appeal, upon request.

# Content of the Self Assessment – Transportation

- Liaison **MUST INFORM** all MV parents/youth of all transportation services to school, and **MUST ASSIST** students in accessing those.
  - Work with other Liaisons and MV Grant Coordinator
- **TRANSPORTATION OF HOMELESS STUDENTS IS A DISTRICT RESPONSIBILITY.**
  - **MV Grant and Title I-A may ONLY PAY EXCESS COSTS**
- Districts may determine the **MODE OF TRANSPORTATION** for MV students. (**NOT DISPUTABLE**)
- **RECOMMENDED:** Inter-District Transportation Agreements, signed in advance of MV situations

# Content of the Self Assessment – Unaccompanied Homeless Youth (UHY)

- The reason a youth is not living with a legal parent/ guardian DOES NOT MATTER... **our role is to EDUCATE the youth.**
- Liaisons must serve as ADVOCATES for the youth
- Districts must continue to send school information to the parents of UHY, as well as to the youth
- Liaisons must provide verification of UHY status to any MV student in high school (Juniors or Seniors) for purposes of filing a FAFSA for college financial aid
  - UHY ARE “INDEPENDENT” STUDENTS ON THE FAFSA
  - Sample form on MDE’s MV website: [www.michigan.gov/homeless](http://www.michigan.gov/homeless)

# Content of the Self Assessment – MV Students with Disabilities

- Districts **MAY NOT DECLINE ENROLLMENT** of a homeless student due to a disability or special education services necessary.
  - Referral to the school of residence may be required if LEA cannot offer or refer for the required special education service
- District must expedite evaluations for homeless students with disabilities.
  - **DO NOT WAIT FOR SCHOOL RECORDS** – Reach out to the former district/school/teacher to gather necessary info.
- UHY with disabilities may require the district to name a Surrogate Parent
  - Liaison may **TEMPORARILY** serve as Surrogate Parent until one is identified (**NOT FOR IEPs**).

# Content of the Self Assessment – “Awaiting Foster Care Placement”

- MDE-OFS-MV has separate guidance on identifying and serving students “Awaiting Foster Care Placement”
- See the MDE-OFS-MV webpage –

[www.michigan.gov/homeless](http://www.michigan.gov/homeless)

# Content of the Self Assessment – Comparable Services and Academic Standards

- District must ensure that MV students are provided the same “Free Appropriate Public Education” (FAPE) as other students
  - Applies to all LEA programs
- MDE-OFS-MV has separate guidance on serving homeless students with Title I-A funds
- See the MDE-OFS-MV webpage –  
[www.michigan.gov/homeless](http://www.michigan.gov/homeless)

# Content of the Self Assessment – Coordination of Services for MV Students

- Districts must have a WRITTEN PLAN describing the coordination of services provided to MV students, including –
  - Transportation
  - Special Education
  - Advanced/Accelerated or Gifted/Talented
  - ELL, Migrant, Immigrant/Refugee
  - Vocational/Technical Education
  - School Nutrition
  - Before- and After-School
  - Preschool, Great Start (GSRP), Head Start, etc.
  - Title I-A, including services provided with Title I-A Reservation/Setaside

# Content of the Self Assessment – Engagement of MV Parents – NEW!

- Districts must ensure that MV parents are –
  - informed of the educational rights of their children
  - provided with meaningful opportunities to participate in child’s education
- **ALL MV PARENTS ARE TITLE I PARENTS**
  - District must engage MV parents in Title I Parent Engagement activities, meetings, committees, decisions, etc.
- **NEW ITEM:** District must provide written notice to MV parent /guardian/youth of educational rights of homeless children/youth:
  - At time of enrollment AND AT LEAST TWICE WHILE ENROLLED
  - IS SIGNED BY PARENT/YOUTH
  - specifically states the choice of schools eligible to the student
  - the LEA’s non-segregation policy for MV students
  - That MV students should not be stigmatized by school personnel
  - The right to comparable services provided by the district

# Content of the Self Assessment – **FINANCIAL REVIEW – NEW!**

**Districts must provide documentation of -**

- Any LEA General Fund expenditures for services to homeless students
- Any State 31a/At-Risk fund expenditures for services to homeless students
- Any Title I, Part A Homeless Reservation (Setaside) expenditures for services to homeless students

# Content of the Self Assessment – FOR MV FISCAL AGENTS – NEW!

MV FISCAL AGENTS must complete and submit the MV Consortium Management Form upon notification of a MDE-OFS-MV monitoring date. Includes these areas:

- **MV Grant Coordinator** – FTE, Functions & Duties
- **Program Application Review** – alignment of grant activities with grant application timeline
- **Financial Review** – complete evidence of two types of grant expenditures, tracked from initiation to completion, including one transportation expenditure
- **MV Program Review** – Local Liaisons, Coordination of services, Title I-A coordination and funding, Technical assistance & training to member districts , Strengths & challenges

# QUESTIONS



# Contacts *(Please contact in this order)*

- Your MV Regional Grant Coordinator

- MV Homeless Education Monitors

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